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**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **HOOVER ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Hoover Elementary School (Hoover), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through February 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers ASEP, which incorporates educational, recreational and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Hoover is one of the 71 school sites providing ASEP and is located in the Second District.

Hoover is paid with a negotiated monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, Hoover was paid approximately \$235,000.

Purpose/Methodology

The purpose of the review was to determine whether Hoover provided the services outlined in the contract with DPSS. We also evaluated Hoover's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Hoover's daily schedule, students' attendance records, personnel and payroll records and interviews with Hoover staff and students.

Results of Review

Overall, Hoover is providing the services outlined in its County contract. Hoover maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including homework assistance, reading, writing and recreation. In addition, Hoover achieved their planned service levels for the first six months of FY 2003-04.

Attached is a detailed report of the monitoring review.

Review of Report

On May 11, 2004, we discussed our report with LAUSD, who agreed with the report's findings. In addition, we notified DPSS and LAUSD of the results of our review.

We thank Hoover for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Roy Romer, Superintendent, Los Angeles Unified School District
May Arakaki, Principal, Hoover Elementary School
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
HOOVER ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Hoover Elementary School (Hoover) provided the services billed the Department of Public Social Services (DPSS) for services provided in accordance with its County contract.

Verification

We interviewed the Site Coordinator Assistant of Hoover and reviewed students' attendance records, a daily activity schedule and a monthly lesson plan. We also observed students receiving snacks and participating in homework assistance, reading and recreational activities during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Hoover billed DPSS to Hoover's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether the students are eligible for ASEP and actually received the services from Hoover that Los Angeles Unified School District (LAUSD) billed DPSS.

Verification

From the December 2003 invoice, we interviewed ten students to confirm that they received ASEP services shown in the daily activity schedule and a daily snack. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System.

Results

No exceptions. All ten students were eligible to receive program services. The students interviewed stated that they enjoyed the program activities. They also stated that they received a daily snack and participated in various activities, including homework assistance, reading, writing and recreation.

Recommendations

There are no recommendations in this section.

STAFFING LEVELS**Objective**

Determine whether Hoover's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract.

Verification

We interviewed the Site Coordinator Assistant and reviewed Hoover's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

Results

No exceptions. The staff-to-students ratio on that day did not exceed the 1:20 ratio. On March 15, 2004, we made an unannounced visit to Hoover and observed seven staff working with 57 students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS**Objective**

Determine whether Hoover's staff meet the qualifications as required by LAUSD's guideline. Per LAUSD's guideline, a Site Coordinator needs to be a credentialed teacher and other staff need to be a high school graduate. In addition, all staff working with students need to obtain a background clearance per DPSS' contract.

Verification

We selected one Site Coordinator and four program staff. We reviewed the Department of Education's website to confirm the current teaching credentials of the two Site

Coordinators. We interviewed the three program staff and reviewed their personnel files.

Results

No exceptions. Staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the Site Coordinator possesses the appropriate credentials.

Recommendations

There are no recommendations in this section.

SERVICE LEVELS**Objectives**

Determine whether Hoover met its planned service levels of 29 CalWORKs students per month.

Verification

We obtained the number of students serviced from LAUSD's invoices and compared the number against the planned service levels.

Results

Hoover's actual service levels exceeded their planned service levels of 29 students per month. During our review period, Hoover provided services to an average of 41 students each month. According to LAUSD's Project Director, Hoover enrolled more students to ASEP due to a high student attendance caused by the District's multi-track school systems.

Recommendations

There are no recommendations in this section.